

DD/S 61-14328

27 NOV 1961

Approved	by
62-69	

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Separation of Personnel Surplus to the Management Analyst Category, Administration Career Service

REFERENCES: (a) [redacted]  
(b) Memo from D/S to DDI dtd 19 May 1961; Subject: Separation of Surplus Management Analysts  
(c) Memo from D/S to D/Pers dtd 13 July 1961; Subject: Submission of Recommendation in Regard to Management Analysts Considered Surplus to the Needs of the Administration Career Service

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. Pursuant to the provisions of [redacted] the Deputy Director (Support) in a memorandum dated 19 May 1961 (Reference (b)) recommended that you approve the separation of approximately ten individuals in the Management Analyst category of the Administration Career Service. Following your approval of this recommendation on 20 May 1961 one of these individuals filed application for optional retirement, thereby reducing the statistical surplus from ten to nine. Action was then taken in accordance with [redacted] to identify those individuals who should be proposed for separation as surplus to the requirements of the Administration Career Service. Specifically, the Deputy Director (Support) appointed an Evaluation Panel from the Administration Career Board to assume responsibility for preparing a Relative Retention List for the Management Analyst category. This Evaluation Panel prepared and submitted to the Deputy Director (Support) a Relative Retention List dated 1 June 1961. In his memorandum to me dated 8 June 1961 the Deputy Director (Support) stated that he had reviewed the Relative Retention List prepared by the Evaluation Panel and was forwarding it without change to this office for further action pursuant to [redacted]

3. On 15 June 1961 I designated a Review Committee to review the Relative Retention List submitted to me by the Deputy Director (Support). The Review Committee met and deliberated and on 21 June 1961 filed with me their report suggesting certain minor changes in the rankings proposed by the Deputy Director (Support). The report of the Review Committee was then forwarded to the Deputy Director (Support) who, in a memorandum to me dated 13 July 1961 (Reference (c)), recommended the separation of the entire list of Management Analysts.

SUBJECT: Separation of Personnel Surplus to the Management Analyst Category, Administration Career Service

4. Subsequent to the receipt by this office of the recommendation of the Deputy Director (Support), the individuals concerned were notified that they had been designated surplus to the requirements of their Career Service, and on 26 July 1961 an exploration of reassignment possibilities within the Agency was initiated on their behalf as required by the Regulation. Four of these persons have since been reassigned to other positions within the Agency and one has been reassigned to the SA Development Complement to perform new duties as assigned by the Deputy Director (Support). Two other persons have since resigned. In the remaining two cases, namely, [redacted]

[redacted] no reassignment possibilities within the Agency were found and it becomes necessary to recommend their separation from the Agency in accordance with the referenced Regulation.

5. It is my view that the procedures required by [redacted] have been complied with in this case. Since it is not possible to retain [redacted] in Agency employment through reassignment to other positions, I recommend that you approve the termination of their Agency employment under the provisions of Section 107(e) of the National Security Act of 1947, as amended.

[redacted]  
Acting Director of Personnel

Attachment:  
Case File

CONCUR:

/s/ Lawrence A. Houston

General Counsel

Signed C. P. CABELL

Deputy Director of Central Intelligence

44 DEC 1961

Date

28 December 61  
Date

**SUBJECT: Separation of Personnel Surplus to the Management Analyst  
Category, Administration Career Service**

Pursuant to [ ] the Director of Personnel has recommended to me the separation of two employees identified as surplus to the needs of the Agency. I have reviewed this recommendation and determine that termination of the employment of [ ] is advisable in the interests of the United States. Under the authority of Section 102(a) of the National Security Act of 1947, as amended, I hereby terminate the employment of the above individuals and authorize the Director of Personnel to establish the effective dates of their separation, in accordance with the provisions [ ]

**SIGNED**

Director of Central Intelligence

2 JAN 1962

Date

**Distribution:**

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OP/SA/D/Pers: [ ] 1a (22 Nov 61)

DD 1561-4327

27 NOV 1961

Executive Registry
62-68

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT: Separation of Personnel Surplus to the Records  
Officers Category, Administration Career Service

25X1  
REFERENCES: (a) [redacted]  
(b) Memo from DD/S to DCI dtd 13 June 1961; Subject:  
Separation of Surplus Records Officers  
(c) Memo from DD/S to D/Pers dtd 7 Feb 1961; Subject:  
Submission of Relative Retention List of Records  
Officers

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 1.

25X1  
2. Pursuant to the provisions of [redacted] the Deputy Director (Support) in a memorandum dated 13 June 1961 (Reference (b)) recommended that you approve the separation of five Records Officers in grades GS-9 through GS-13 from the Administration Career Service. Following your approval of this recommendation on 16 June 1961, action was taken in accordance with [redacted] to identify those individuals who should be proposed for separation as surplus to the requirements of the Administration Career Service. Specifically, the Deputy Director (Support) by memorandum dated 7 July 1961 appointed an Evaluation Panel from the Administration Career Board to assume responsibility for preparing a Relative Retention List for the Records Officers category. This Evaluation Panel prepared and submitted to the Deputy Director (Support) a Relative Retention List dated 14 July 1961. In his memorandum to me dated 20 July 1961, the Deputy Director (Support) stated that he was forwarding it without change to this office for further action as specified by the Regulation.

25X1  
3. On 28 July 1961 I designated a Review Committee to review the Relative Retention List submitted to me by the Deputy Director (Support). The Review Committee met and deliberated and on 11 August 1961 filed with me their report which stated that they were in substantial agreement with the Relative Retention List as submitted by the Deputy Director (Support). The Review Committee report was then forwarded to the Deputy Director (Support) who, in a memorandum to me dated 7 September 1961 (Reference (c)), recommended the separation of the five Records Officers who were lowest on the Relative Retention List.

**SUBJECT: Separation of Personnel Surplus to the Records Officers Category,  
Administration Career Service**

4. Subsequent to the receipt by this office of the recommendation of the Deputy Director (Support), the individuals concerned were notified that they had been designated as surplus to the requirements of their Career Service and an exploration of reassignment possibilities within the Agency was initiated on their behalf as required by the Regulation. One of these persons has since been removed from the surplus list by the Deputy Director (Support) due to the unanticipated resignation of another Records Officer. In the remaining four cases, namely, [redacted] 25X1

[redacted] no reassignment possibilities within the Agency were found and it becomes necessary to recommend their separation from the Agency in accordance with the referenced Regulation. 25X1

5. It is my view that the procedures required by [redacted] have been complied with in this case. Since it is not possible to retain Messrs. [redacted] 25X1

[redacted] In Agency employment through reassignment to other positions, I recommend that you approve the termination of their Agency employment under the provisions of Section 102(c) of the National Security Act of 1947, as amended. 25X1

[redacted]  
Acting Director of Personnel 25X1

Attachment:  
Case File

CONCUR:

3/ Lawrence R. Houston

24 DEC 1961

General Counsel

Date

Signed C. P. CABELL

28 Dec 1961

Deputy Director of Central Intelligence

Date

**SUBJECT: Separation of Personnel Surplus to the Records Officers Category,  
Administration Career Service**

Pursuant to [redacted], the Director of Personnel has recommended to me the separation of four employees identified as surplus to the needs of the Agency. I have reviewed this recommendation and determine that termination of the employment [redacted]

[redacted] is serving in the interests of the United States. Under the authority of Section 102(c) of the National Security Act of 1947, as amended, I hereby terminate the employment of the above individuals and authorize the Director of Personnel to establish the effective dates of their separation, in accordance with the provisions of [redacted].

**SIGNED**

Director of Central Intelligence

**2 JAN 1962**

Date

**Distribution:**

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OP/SA/D/Pers: [redacted] La (24 Nov 61)

DD/SGI-3896

68-41-9624

16 NOV 1961

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Separation of Personnel Surplus to the Administrative Officer Category, Administration Career Service

REFERENCES : (a) [ ] Separation of Surplus Personnel  
(b) Memo from DD/S to DCI dtd 31 Mar 61; Subject: Separation of Surplus Administrative Officers  
(c) Memo from DD/S to D/Pers dtd 13 July 61; Subject: Submission of Recommendation in Regard to Administrative Officers Considered Surplus to the Administration Career Service  
(d) Memo from DD/S to D/Pers dtd 28 Sep 61; Subject: Surplus Administrative Officers--Recommendation Relative to Separation Compensation

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 6.

2. Pursuant to the provisions of [ ] the Deputy Director (Support) in a memorandum dated 31 March 1961 (Reference (b)) recommended that you approve the separation of approximately seven members of the Administrative Officer category of the Administration Career Service. Following your approval of this recommendation on 6 April 1961 two Administrative Officers filed application for voluntary retirement, thereby reducing the statistical surplus from seven to five. Action was then taken in accordance with [ ] to identify those individuals who should be proposed for separation as surplus to the requirements of the Administration Career Service. Specifically, on 13 April 1961 the Deputy Director (Support) appointed a special evaluation panel charged with the responsibility for preparing a Relative Retention List for the Administrative Officer category of the Administration Career Service. This special evaluation panel on 12 May 1961 submitted to the Deputy Director (Support) a Relative Retention List for the Administrative Officer category prepared in accordance with Reference (a). In his memorandum to me dated 31 May 1961 the Deputy Director (Support) stated that he had reviewed the Relative Retention List prepared by the special evaluation panel, had made some revisions therein, and was forwarding both the panel's ranking and his own ranking to this office for further action pursuant to the Regulation.

3. On 1 June 1961 I designated a Review Committee to review the Relative Retention List submitted to me by the Deputy Director (Support). The Review Committee met and deliberated and on 14 June 1961 filed with me their report suggesting certain changes in the rankings proposed by the Deputy Director (Support). The report of the Review Committee was then forwarded to the Deputy Director (Support) and in a memorandum to me dated 13 July 1961 (Reference (c)) the Deputy Director (Support) recommended the separation of five Administrative Officers.

SUBJECT: Separation of Personnel Surplus to the Administrative Officer  
Category, Administration Career Service

4. Subsequent to the receipt by this office of the recommendation of the Deputy Director (Support), the individuals concerned, with one exception as noted below, were notified that they had been designated as surplus to the requirements of their Career Service, and an exploration of reassignment possibilities within the Agency was initiated in their behalf as required by the Regulation. Subsequently, two of the five individuals were reassigned to positions in a different Career Service. Further processing was deferred in one case pending the individual's release from the hospital and return to headquarters. Since reassignment possibilities do not exist for the two remaining individuals, Messrs. Ritzert and Buchelli, it becomes necessary to recommend their separation from the Agency in accordance with the referenced Regulation.

5. Pursuant to the provisions of [ ] "Separation Compensation," the Deputy Director (Support) in his memorandum dated 28 September 1961 recommended that [ ] be granted the maximum Separation Compensation Allowance. The Deputy Director (Support) stated his belief that the work history of each of these individuals is consistent with the provisions set forth in [ ] this Regulation and that they should therefore be considered favorably for this allowance. I have reviewed the nature and circumstances of the Agency assignments of these individuals with an informal advisory group and am of the opinion that the payment of the maximum Separation Compensation Allowance in both instances is consistent with the provisions of the pertinent Regulation.

6. It is my view that the procedures required by [ ] have been complied with in this case. Since it is not possible to retain Messrs. [ ] in Agency employment through reassignment to other positions, I recommend that you approve the termination of their Agency employment under the provisions of Section 102(c) of the National Security Act of 1947, as amended. I also recommend that you authorize the payment of maximum Separation Compensation Allowances to [ ] in accordance with the provisions of [ ]

15/  
[ ]  
Acting Director of Personnel

Attachment:  
Case File



SUBJECT: Separation of Personnel Surplus to the Administrative Officer  
Category, Administration Career Service

CONCUR:

15/  
General Counsel

16 Nov 61  
Date

Pursuant to [ ] the Director of Personnel has recommended to me the separation of two employees identified as surplus to the needs of the Agency. I have reviewed this recommendation and determine that termination of the employment of [ ] is advisable in the interests of the United States. Under the authority of Section 102(c) of the National Security Act of 1947, as amended, I hereby terminate the employment of the above individuals and authorize the Director of Personnel to establish the effective dates of their separation, in accordance with the provisions [ ]. Further, I hereby authorize payments of maximum separation compensation allowance to [ ] in accordance with the provisions of [ ].

SIGNED

John A. McCone  
Director of Central Intelligence

11 DEC 1961

Date

Distribution:

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OP/SA/D/Pers [ ] (8 Nov 61)

Re-written: O-DD/S: SA/DD/S: [ ] bb (16 Nov 61)

**EYES ONLY**

DDS 61-3896

ER 61 - 9624

EYES ONLY - SEPARATION OF PERSONNEL SURPLUS TO Administrative Officer  
Category, Administration Career Service

[Redacted]

25X1

Signed by J. A. McCone 11 Dec 1961

Distribution:

O & 2 D/Personnel w/ Case file via Special Courier. 14 Dec 61

1 cc DCI (Admin. O. Files)

1 cc DDCI (Destroyed by [Redacted])

1cc OGC sealed via ER 14 Dec 61

1cc DD/S (Sealed- Bummy Copy by hand HS)

(No Info to ER)

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DDS - 61-4329

ER - 62-68

SECRET

EYES ONLY \* Separation of Personnel Surplus to the Records Officers  
Category, Administration Career Service

[Redacted]

25X1

Signed by DCI - John M. McCone 2 January 1962

Concurred by Lawrence R. Houston, OGC 14 Dec 61

" " C. P. Cabell, DDCI 28 Dec 61

Distribution: 4 January 62

Orig & 2 cc Personnel w/Case File

1cc DCI (Admin O. File)

1cc DDCI by hand to B. Crouse

1cc OGC - Sealed Eyes Only via ER

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(No info given to ER)

\*\*\*\*\*

DDS 61-4328

ER 62-69

SECRET

EYES ONLY - Separation of Personnel Surplus to the Management Analyst  
Category, Administration Career Service

[Redacted]

25X1

Signed by DCI - John A. McCone 2 January 1962

Concurred by Lawrence R. Houston, OGC 14 Dec 61

Concurred by C. P. Cabell, DDCI 28 Dec 61

Distribution: 4 Jan 62

Orig & 2 cc Personnel w/Case File

1cc DCI (Admin O. File)

1cc DDCI by hand to [Redacted]

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(No info given to ER)

**EYES ONLY**